

**781—8.3(12) Requirements for accepting credit card payments.**

**8.3(1)** A state department shall be authorized by the treasurer of state in order to accept credit card payments.

**8.3(2)** A state department shall notify the treasurer of its intent to accept credit card payments and advise the treasurer as to:

*a.* The number, amount and total dollar volume of transactions conducted by the department each year; and

*b.* The number and location of departmental sites that may accept credit card payments.

**8.3(3)** The treasurer shall provide the following information to the state department:

*a.* Fees charged to the state departments by the financial institution to process credit card payments.

*b.* Administrative procedures for accepting credit card payments.

*c.* Operating rules and regulations of the credit card companies.

*d.* Adjustments on fees paid with a credit card, if allowed in the contract for credit card processing.

*e.* State accounting requirements for accepting credit card payments.

*f.* Equipment needed to accept credit card payments.

**8.3(4)** A state department shall purchase the equipment required to accept credit card payments.

**8.3(5)** The financial institution shall provide an adequate number of operation and procedures manuals for each department accepting credit card payments. Staff from each state department accepting credit card payments shall attend training sessions provided by representatives of the financial institution.